

## Outstanding Receivables Reports

The State Court Administrative Office and the Collections Advisory Committee will be requiring courts to provide outstanding receivables and payment/adjustment distribution reports. These reports are due annually through June 30 and submitted by July 15. The first annual reports are due July 15, 2006.

JIS will be providing these reports in the Spring 2006 software release. As long as assessments and payments are recorded on the JIS system, these reports can be produced. If your court receipts payments manually or via another system, JIS will not have the data to produce the reports.

## Delay in Criminal Proceedings

Beginning January 1, 2006, the State Court Administrative Office (SCAO) will no longer collect what is currently known as the Speedy Trial report. Instead SCAO will collect the Delay in Criminal Proceedings report.

Every circuit court must report, by judge, every pending criminal case older than 154 days and every criminal case disposed of after 154 days. The reports must be prepared monthly and submitted to the Regional Administrator, starting in 2006. The reports are due no later than the 7th day of each month for the preceding month. The first report is due by February 7, 2006, for the month of January, 2006.

JIS plans to provide this report in the May/2006 software release. Until the report is available, courts can get the information for the report from the Caseload Part 4 audit report, criminal cases pending and disposed over 154 days.

## Dec/2005 Software Release

The Dec/2005 Software Release has been sent to the courts. Once received, please apply it to your AS400 at your earliest convenience. The Software Release Announcement has also been sent out to you previously via electronic mail. If you have any questions, please contact a member of the circuit team.

## 20% Late Fee

An option has been added to have a job scheduled to run and automatically assess the 20% late fee to delinquent criminal case accounts. If this is something your court is interested in implementing, please contact a member of the CCS team to set it up.

If your court would rather not have the 20% late fee assessed with a scheduled job, an option has been added to the Financial Report Menu to either run the report to see which cases would be affected prior to the actual assessment or to assess the late fee automatically as often as the court requests it.

Please see the Release Announcement for details and instructions.

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## **Caseload Part 4 Case Age Detail**

Due to the high number of user requests, we have added percentages to the Caseload Part 4 Report. It may appear to be somewhat confusing, but it is in compliance with the SCAO instructions and are cumulative amounts.

## **Order to Remit Prisoner Funds and Satisfaction of Obligation**

Many courts are receiving payments from prisoners due to the Order to Remit Prisoner Funds. When the prison sends the last payment and states “final payment”, it is not necessary for the court to send a Satisfaction of Financial Obligation. The only time this is necessary is when someone other than the prison makes the final payment.

## **Caseload Upload Instructions**

By now, all JIS courts should be uploading their caseload to SCAO. If you are not, detailed step by step instructions can be found at our web site at [www.courts.mi.gov/jis](http://www.courts.mi.gov/jis) There are instructions for both the initial upload and subsequent uploads. Please refer to these instructions when uploading your caseload information.

## **CHR Update**

Michigan State Police Central Records updated their CHR programs the week of November 14th. All CCS circuit transactions were saved and sent on the 21st. We heard from several courts with regards to rejection errors that they had not seen before. If you have or are still experiencing problems, please contact JIS. It is very important that the criminal history records are correct.

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